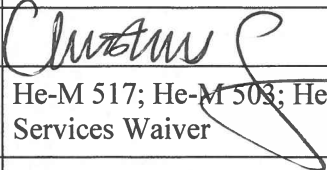


Policy Number	030
Policy Owner	Bureau of Developmental Services (BDS)
Policy Name	Vacancy Management
From	Christine Santaniello, BDS Director
Administrator's Signature	
Regulatory and others Reference(s)	He-M 517; He-M 503; He-M 522, Home and Community Based Services Waiver
Approval Date	July 10, 201
Effective Date	August 1, 2017
Revision History	N/A
Key Contact	BDS Finance Administrator, BDS Liaisons

Policy Statement:

The Department of Health and Human Services (DHHS), BDS develops and maintains policies to describe the requirements for implementing BDS programs and services, ensure compliance with applicable federal/state laws, regulations and requirements, and to support the BDS mission and strategic planning goals.

Purpose and Intent of Policy:

The purpose of this policy is to set forth the criteria and procedure for managing/processing vacancies that occur when individuals leave services. The final authority and responsibility for approving funding requests related to Vacancy Funding rest with BDS.

Definitions:

Vacancy: Refers to those situations when an individual gives up their total funding (or funding for a specific service) due to a change in services, leaving the service system, or due to death. Vacancy dollars may be used by BDS to manage additional funding requests related to crisis situations following the Advanced Authorization Policy.

Procedure:

1. Within thirty days of a vacancy, the Area Agency (AA) shall make a change in the Budget Tracking System (BTS) indicating and documenting the vacancy for the person.
2. Those area agencies that maintain a positive Advance Authorization balance at the time that the vacancy occurs in Step 1, may request from their BDS Liaison that they use their vacancy money as one-time allocation of funds for the remainder of the fiscal year as long as their Advance Authorization balance remains positive.
3. BDS may suspend/limit the option outlined in Step 2 at any time during any fiscal year when the statewide Advanced Authorization balance and/or BDS Waiver Maintenance Line has and/or anticipates a deficit.
4. For vacancies that occur in group residences, BDS will allow the vacancy funds to remain in the residence. In those instances when:
 - An individual from the region moves into the group residence, the area agency will return the current funds for the individual to BDS as vacancy funds.
 - The area agency does not have any candidates from its region for the group residence; it can recruit an individual from another region.
 - An individual from another region moves into the group residence, the sending area agency will return the current funds for the individual to BDS as vacancy dollars.
 - The person moving into the residence does not have funding; the sending region or the region with the home will not be charged with an Advanced Authorization amount.
5. It is suggested that area agencies that have group residences establish a list of who may benefit from such residential services in the event of a vacancy.

6. While some vacancies can be anticipated and planned for, there are times when they cannot be. When a vacancy occurs without warning in a group residence, the area agency may request assistance from BDS to make up for its vacancy related revenue shortage for a period not to exceed sixty days. BDS will review the request and determine if it is able to assist (examples of factors that may impact BDS' ability to assist include, but are not limited to: past history of the agency's ability to manage vacancies, the overall cost of the residence, and/or overall fiscal issues impacting BDS).